



Town of Oro Valley Classification Description

Title: **INSPECTION & COMPLIANCE
DIVISION MGR/BUILDING OFFICIAL**

Department: Community & Economic Dev.

Job Code: 4005

Salary Grade: 124

FLSA Status: Exempt

POSITION SUMMARY:

This position reports to and provides highly responsive and complex support to the Community & Economic Development Director. Under general supervision of the Director, manages the Inspection and Compliance activities related to building, engineering, code compliance, and fire code to ensure compliance with all applicable codes, ordinances, laws and standards.

ESSENTIAL JOB FUNCTIONS:

- Ensures division compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Advises, consults and provides information to the Community & Economic Development Director, Town Engineer, division managers within the department, other town departments, outside agencies, neighborhood organizations, the community and citizens regarding the operational activities, interpretation, compliance and enforcement of the Town codes and standards under Inspection and Compliance Division Manager's purview.
- Consults with the Community & Economic Development Director and other officials to review division operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; makes recommendations and presentations to Council; may represent Town on boards and commissions.
- Develops and implements long and short term plans, goals, and objectives for the division: evaluates efficiency and effectiveness of division operations, programs, procedures, and use of resources; recommends and/or implements improvements as needed; assists in the development and execution of division performance measures.
- Develops and implements the division budget: approves and monitors expenditures to ensure compliance with approved budget.
- Oversees the establishment and management of division-related records, files and databases.
- Evaluates/analyzes, prepares reports, provides recommendations, and keeps the Community & Economic Development Director fully informed on all pertinent issues.

- Plans, manages, and coordinates administration and enforcement of adopted municipal construction, fire and development-related codes: recommends codes and fees for adoption; reviews new codes being considered for updates; and reviews new legislation for potential impact on Community & Economic Development operations.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively, to provide the highest level of quality seamless customer service for both internal and external customers.
- Responds to and works to resolve difficult and sensitive inquiries, complaints and requests in a positive, open, creative and customer service centric manner.
- Assists with the forecasting, development and monitoring of the department budget.
- Provides information and technical assistance concerning code interpretation, review of construction plans, non-compliance issues, division programs/services, or other issues: provides equitable solutions to problems and resolves disputes; provides technical expertise to customers.
- Provides timely and relevant performance reviews of division personnel.
- Mentors staff and provides a positive leadership example.
- Fosters teamwork between divisions, within the department, and with other Town departments.
- Regular and reliable attendance; works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing building safety, operations and engineering.
- Knowledge of the laws and regulations related to residential and commercial planning and permitting.
- Skill in reading, understanding and reviewing construction documents, engineering calculations, and civil improvement plans and other related engineering documents to determine compliance with drainage, utility and other requirements.
- Ability to effectively lead, manage, supervise and evaluate staff.
- Ability to be an active, positive and contributing team member of the Department's Management Team.
- Knowledge of budget and fund control practices and procedures.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Ability to consistently meet deadlines and complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing plans and solutions to complex problems.
- Ability to communicate effectively with customers, clients, staff, and the public; skilled in written and verbal communication.
- Ability to make clear presentations to Town Council, Boards and Commissions, citizens, and other interest groups.

- Ability to establish and maintain effective working relationships with staff, other Town departments, regional partners and jurisdictions, fire department representatives, and the general public.
- Knowledge of trends and practices of strategic and program planning principles, project management and operations.
- Skill at a highly proficient level of computer software applications, including Microsoft Office.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Architecture, Civil Engineering, Planning, Construction Technology or related field.
- Seven (7) years of direct experience with code interpretation, building construction, building inspection, structural engineering, engineering inspection, budget administration, and management, including (2) years at a supervisory level; **OR** an equivalent combination of education and experience.
- Certification as a Building Official (CBO) to be obtained within one (1) year of date of hire.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor and outdoor environment.